

## MANUAL 6

### SECTION 4 (1) (b) (vi)

#### A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY CENTRAL UNIVERSITY OF PUNJAB OR UNDER ITS CONTROL;

##### **6.1 Categories of Documents**

**Each Section / Department at CUPB hold different categories of document relating to the work allocated to them by the competent authority as per Central University Act, Statutes, Ordinances, and related GOI Rules.**

The documents held by Central University of Punjab are categorized in terms of the different Department holding them. As such, the documents may be categorized as follows:

- Vice Chancellor's Secretariat Documents.
- Registrar's office Documents
- Dean's Office Documents
- Establishment Office Documents
- Academic Office Documents
- Financial Office Documents
- Examination Office Documents.
- Library Section Documents
- Engineering (Land & Building) Section Documents
- Purchase Section Documents
- Various Meetings / Committees Documents
- Admission Section Documents

The University maintains Establishment and Administrative records, disciplinary proceedings, Service Register, Pay Ledger, Confidential Reports, Consumable and Non Consumable Stock Register, Inward and Dispatch Register, Attendance Register, Hostel / Guest House Occupancy Register etc as per GOI rules. The public authority prepares the Annual Reports & Financial Report based on these documents, and the same is presented for approval before the Parliament. These reports are available online at [http://www.cup.edu.in/annual\\_financial\\_report.php/](http://www.cup.edu.in/annual_financial_report.php/)

##### **Name/ title of the document/record/ other information:**

- Central University Act 2009 - [http://cup.edu.in/acts\\_statutes.php](http://cup.edu.in/acts_statutes.php)
- University Statutes & Ordinances - [http://cup.edu.in/acts\\_statutes.php](http://cup.edu.in/acts_statutes.php)
- Details of Statutory Bodies of the University  
The Name and composition of Statutory Body of CUPB are as follows:
  - University Court - Details of members available on – <http://cup.edu.in/court.php>
  - Executive Council– Details of members available on [http://cup.edu.in/executive\\_council.php](http://cup.edu.in/executive_council.php)
  - Academic Council- Details of members available on [http://cup.edu.in/academic\\_council.php](http://cup.edu.in/academic_council.php)
  - Finance Committee- Details of members available on [http://cup.edu.in/finance\\_committee.php](http://cup.edu.in/finance_committee.php)
- Minutes of Statutory Body Meetings
  - Minutes of University Court Meetings - [http://cup.edu.in/court\\_meeting\\_minutes.php](http://cup.edu.in/court_meeting_minutes.php),
  - Minutes of Executive Council Meetings - [http://cup.edu.in/ec\\_meeting\\_minutes.php](http://cup.edu.in/ec_meeting_minutes.php),
  - Minutes of Academic Council Meetings - [http://cup.edu.in/ac\\_meeting\\_minutes.php](http://cup.edu.in/ac_meeting_minutes.php),
  - Minutes of Finance Committee Meetings - [http://cup.edu.in/fc\\_meeting\\_minutes.php](http://cup.edu.in/fc_meeting_minutes.php)

- Annual Report - [http://cup.edu.in/annual\\_financial\\_report.php](http://cup.edu.in/annual_financial_report.php)
- Finance Report - [http://cup.edu.in/annual\\_financial\\_report.php](http://cup.edu.in/annual_financial_report.php)
- University Newsletter - [http://cup.edu.in/university\\_publications.php](http://cup.edu.in/university_publications.php)
- Purchase Orders - [http://cup.edu.in/tender\\_eoi.php](http://cup.edu.in/tender_eoi.php)
- Office Orders - [http://cup.edu.in/office\\_orders.php](http://cup.edu.in/office_orders.php)
- Notices - <http://cup.edu.in/notices.php>
- House Allotment Rules: :  
[http://www.cup.edu.in/house\\_allotment/Rules%20of%20House%20Allotment%20at%20Main%20Campus%20of%20CUPB.pdf](http://www.cup.edu.in/house_allotment/Rules%20of%20House%20Allotment%20at%20Main%20Campus%20of%20CUPB.pdf)
- Rules for Procurement of Goods (GFRs 2017):  
[http://cup.edu.in/documents/purchase\\_forms\\_30\\_10\\_2018/GFR\\_2019/Amendments%20in%20General%20Financial%20Rules%20\(GFR\)%202017.pdf](http://cup.edu.in/documents/purchase_forms_30_10_2018/GFR_2019/Amendments%20in%20General%20Financial%20Rules%20(GFR)%202017.pdf)
- Tenders / EOI [http://www.cup.edu.in/tender\\_eoi.php](http://www.cup.edu.in/tender_eoi.php)
- Quotations <http://www.cup.edu.in/quotations.php>
- Internal Notifications <http://www.cup.edu.in/notifications.php>
- Other details in Archives <http://www.cup.edu.in/archives.php>
- Details of Teaching Jobs [http://www.cup.edu.in/teaching\\_jobs.php](http://www.cup.edu.in/teaching_jobs.php)
- Details of Non-teaching: [http://www.cup.edu.in/nonteaching\\_jobs.php](http://www.cup.edu.in/nonteaching_jobs.php)
- Details of other Positions [http://www.cup.edu.in/other\\_jobs.php](http://www.cup.edu.in/other_jobs.php)
- Library Rules are mentioned on <http://www.cup.edu.in/library.php>
- Health Care Centre details are available on [http://cup.edu.in/health\\_care\\_centre.php](http://cup.edu.in/health_care_centre.php)
- Admission Details: [http://www.cup.edu.in/admission2019\\_20.php](http://www.cup.edu.in/admission2019_20.php); and  
[http://www.cup.edu.in/admission2020\\_21.php](http://www.cup.edu.in/admission2020_21.php)
- University Telephone Directory -  
<http://cup.edu.in/documents/Telephone%20Directory%20as%20on%2017.06.2020.pdf>
- Academic Calendar -  
<http://www.cup.edu.in/documents/Academic%20Calendar%20for%20Session%202019-20.pdf>
- Admission Prospectus - [http://www.cup.edu.in/admission2019\\_20.php](http://www.cup.edu.in/admission2019_20.php), and  
[http://www.cup.edu.in/admission2020\\_21.php](http://www.cup.edu.in/admission2020_21.php)
- Reservation Roasters - [http://www.cup.edu.in/res\\_roaster\\_2019.php](http://www.cup.edu.in/res_roaster_2019.php)
- RTI Information Handbook - [http://cup.edu.in/RTI\\_act.php](http://cup.edu.in/RTI_act.php)
- CUPB Newsletter - [http://cup.edu.in/university\\_publications.php](http://cup.edu.in/university_publications.php)

The University has updated the maximum information on its official Website ([www.cup.edu.in](http://www.cup.edu.in)) to facilitate all stakeholders.

## 6.2 Custodian of Documents:

The registrar is the custodian of important documents held by Registrar Office.

In case of Academics HoDs are the custodian of all routine documents. While in case of Administration, Section Officer, and above are custodian for respective files held by them in their respective branches as the case may be.